

Meeting of the Board of Library Trustees  
Thursday, January 23, 2014

Call to order

Vice Chair Heather Calvin called the meeting to order at 7:16 pm. In attendance were trustees Joyce Radochia (JR), Diane Gordon (DG), Barbara Muldoon (BM), Adam Delmolino (AD), Frank Murphy (FM) and Heather Calvin (HC). Also in attendance: Library Director Ryan Livergood (RL) and Assistant Director Andrea Nicolay (AN). Chair Katherine Fennelly was absent.

Approval of Minutes

The Trustees reviewed the minutes from the December 12 meeting, and the minutes were approved as amended. BM abstained; she was absent in Dec. (AD/JR)

Communications

Library Legislative Breakfasts schedule was distributed. DG and AD plan to attend.

Community Time

No community members present.

Director's Report

Cleaning company update: Ryan is monitoring and communicating issues to the crew as needed. BM asked about new Town Counsel Doug Heim; RL met with him and discussed various issues including the print collection. RL clarified that the book scan station is the scanner and has been updated. RFID is expected at Fox in around six months if all goes as planned. BM asked about the disparity of program attendance between Robbins and Fox; RL clarified. Impact of Isis closing has meant many more space requests than we can handle. Gymboree in the Heights has also closed. RL will include greater detail about program attendance in next report. Discussion ensued about MA eBook Pilot program. RL reported that we have not yet formally done a launch due to delays on the project side and conflicts on our side (strategic plan, etc.). The project is a collaboration of MLS, MBLC, and pilot libraries. In all PR materials we are going to be very clear that this is a pilot program. RL has concerns about the fact that the discovery layer is still being developed; he wants user experience to be as good as possible.

FY 15 Budget Request Update

Sundays are in the Town Manager's proposed budget, and RFID is in the FY15 capital budget. The FY 15 budget will not be finalized until Town Meeting votes and approves the municipal budget in the spring.

Annual Report Update

RL shared the outline, wishes to stick to the traditional format. RL will mention Barry fund, and talked about how funds will be used to help implement the strategic plan. Suggestion to mention the trust funds in slightly greater detail (i.e. the oldest fund, etc.) in a separate section. Could be a lead-into talk about giving to the Library, and the Foundation. JR

suggests perhaps a history of trust funds is more appropriate for Foundation to address in their materials. Midyear

#### Report of Trust Fund Liaison

RL pointed out that selectors use muni funds before trust funds, which is why some funds are still at 100% available. Board wants to take a second look at the Barry fund; There are conflicted perceptions. BM raised a question about the Farmer fund; FM to clarify intent of fund. Investigation/cleanup of funds and fund purposes is in order. Discussion ensued about the usefulness of the midyear report. Board agreed that an encumbrance column is not necessary, this is a goodhealth report only.

#### Midyear Report of Russell Fund Expenditures

Report was discussed. RL encouraged the Board to speak with him about any concerns over unspent budget lines, since bookkeeper Liz Dellanno is not privy to all plans for funds.

#### Strategic Plan Update

Stephen Spohn will draft the plan and RL will edit. Decision: plan draft will be presented by SS on March 11, and Board will approve in April. Discussion and editing will take place in intervening month. Separate tangent: summary of annual report is it worth producing? RL will examine.

#### Friends Update

Website subcommittee has met. Annual meeting will take place on 4/16.

#### Foundation Update

Logo will be decided at next meeting. Fundraising is at \$18,680. A couple of resignations have happened; now they are seeking someone w/ legal experience and someone with programs experience.

#### Unanticipated Items

Microscope/telescope lending policy document. JR questioned \$250 late fee. RL will bring down. *Boston Globe* article about Janet Singer Applefield, A.R.T. speaker, was shared.

#### Date of Next Meeting

Tuesday, February 11, 2014, 7:15 p.m.

Adjournment 8:54 p.m. (AD/JR)

#### Materials Distributed

Meeting agenda

December 2013 meeting minutes

Late December/Early January 2014 Director's Report

December 2013 Circulation Statistics

2013 Annual Report outline

Library Legislative Breakfast schedule

FY2014 Trust Funds Midyear Report

FY 2014 Russell Fund Midyear Report  
Microscope/telescope lending policy